

**ADMISSIONS**

**SAN DIEGO STATE UNIVERSITY**

**Report Number 04-16  
October 29, 2004**

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## **ABBREVIATIONS**

BOT	Board of Trustees
CSU	California State University
EO	Executive Order
FERPA	Family Educational Rights and Privacy Act
GC	Government Code
SAM	State Administrative Manual
SDSU	San Diego State University
SEVIS	Student and Exchange Visitor Information System
SIMS	Student Information Management System

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## **EXECUTIVE SUMMARY**

As a result of a systemwide risk assessment conducted by the Office of the University Auditor during the last quarter of 2002, the Board of Trustees, at its January 2004 meeting, directed that *Admissions* be reviewed.

We visited the San Diego State University campus from June 22, 2004, through July 30, 2004, and audited the procedures in effect at that time.

In our opinion, existing policies and procedures for the administration of the admissions function were, in most instances, operating effectively; however, the controls over application fee processing and student record access and security required management attention.

The following summary provides management with an overview of conditions requiring attention. Areas of review not mentioned in this section were found to be satisfactory. Numbers in brackets [ ] refer to page numbers in the report.

### **ADMISSIONS MANAGEMENT AND CONTROL [7]**

The campus was not in full compliance with the California State University conditional admission and registration policy. A proposed plan and procedures for conditional admission and registration had not been developed and submitted for the chancellor's approval, conditionally admitted applicants were not required to acknowledge that they understood and agreed to the admission/registration conditions, and an annual report of conditional admission and registration activity was not prepared and submitted to the chancellor's office. In addition, conditionally admitted students who did not satisfy campus admission requirements by the semester census date were not immediately unenrolled, as required.

### **APPLICATION FEE AND WAIVER CONTROLS [8]**

Application fee processing and security weaknesses were found at the graduate division. Verifications of application fees received and deposited with fees posted to the Student Information Management System (SIMS) were not routinely performed, fee-processing procedures were not documented, and application fees were not adequately safeguarded after work hours. In addition, an adequate segregation of duties over cash receipts had not been established at the office of admissions, and processing of application fees initially received by the cashier's office needed improvement. A single staff member was responsible for the receipt, deposit, posting, and reconciliation of application fees, and application fees initially received by the cashier's office were transferred to the office of admissions for processing without the use of transfer receipts.

### **STUDENT RECORD PRIVACY AND SECURITY [11]**

Security administration procedures for SIMS were not adequate. Temporary and student assistants granted access to confidential student information were not assigned unique user IDs and passwords, nor were they required to sign confidentiality statements or access authorization forms. In addition, 2 of 30 permanent employees reviewed had not signed access authorization forms. Further, the campus had not fully implemented a formal access approval process, whereby system access is only granted upon review and written approval by the campus president or vice president of business and financial affairs, and

campus procedures did not provide for the periodic review and reporting of student information management practices.

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## INTRODUCTION

### **BACKGROUND**

Prior to 1960, California's postsecondary education system consisted of an assortment of uncoordinated and competing colleges and universities. The California Master Plan for Higher Education, the *Donahoe Higher Education Act of 1960*, merged the state's independent community colleges and state colleges and universities into what has proven to be the largest and most prominent system of higher education in the United States. The master plan created a coordinated system that pooled a quality education with broad-based public access by assigning each segment of the state's three-tier postsecondary education system (i.e., University of California, California State University, community colleges) specific missions and objectives.

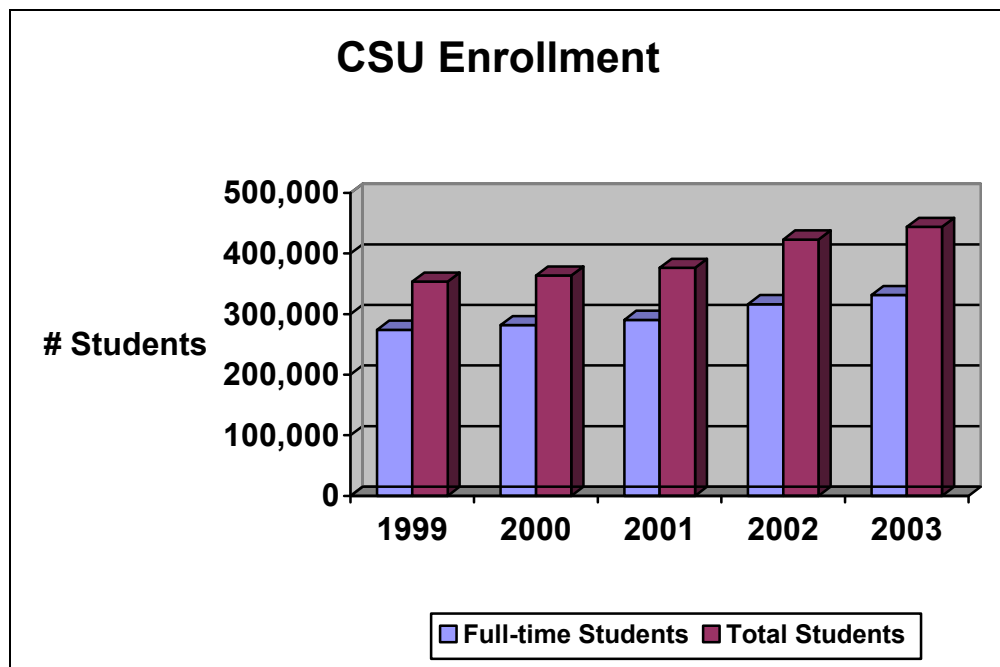
It remains the intent of the *Donahoe Higher Education Act* to provide each California resident who has the capacity and motivation an opportunity to earn a higher education. In 1972, the California State Colleges was officially named the California State University and Colleges. Ten years later, the merged state universities and colleges were renamed The California State University (CSU) system. Pursuant to the California Code of Regulations, Title V, the primary function of the CSU is to provide instruction for undergraduate and graduate students in liberal arts and science, in applied fields, and in the professions, including the teaching profession. Today, the 23 campuses that make up the CSU also include two polytechnic universities and a maritime academy. The CSU offers more than 1,600 bachelor's and master's degree programs in approximately 240 subject areas. Many of these programs offered to the over 400,000 enrolled students are given in the late afternoon and evenings for working students.

In 1985, the CSU Board of Trustees (BOT) adopted mission statements in response to guidelines suggested in the *Western Association of Schools and Colleges' Handbook of Accreditation*. These mission statements are supported by specific goals; aligned with the intent of the *Donahoe Act*; and are in concert with Cornerstones, the systemwide planning framework developed and endorsed by the BOT in 1998. The mission of the CSU is to:

- ▶ Advance and extend knowledge, learning, and culture, especially throughout California.
- ▶ Provide opportunities for individuals to develop intellectually, personally, and professionally.
- ▶ Prepare significant numbers of educated, responsible people to contribute to California's schools, economy, culture, and future.
- ▶ Encourage and provide access to an excellent education to all who are prepared for and wish to participate in collegiate study.
- ▶ Offer undergraduate and graduate instruction leading to bachelor's and higher degrees in the liberal arts and sciences, the applied fields, and the professions, including the doctoral degree when authorized.
- ▶ Prepare students for an international, multicultural society.

- ▶ Provide public services that enrich the university and its communities.

The convergence of the state’s budget deficit and the increase in student admission demand (see chart below) have placed additional pressure on the system to uphold the CSU’s mission and meet systemwide objectives. In response to this challenging environment, the BOT asked the campuses to maintain the quality of instruction, while continuing to meet student educational and service goals and objectives, such as remedial education; student and school outreach and diversity; admission automation; and inter/intrasystem and vertical/horizontal admission coordination. Sustaining the CSU’s mission in today’s environment places a premium on effective communication, systemwide administrative coordination, operational consistency, and reliable internal control systems.



**PURPOSE**

Our overall audit objective was to ascertain the effectiveness of existing policies and procedures related to the administration of the admissions function and to determine the adequacy of controls that ensure compliance with relevant governmental regulations, Trustee policy, Office of the Chancellor directives, and campus procedures.

Within the overall audit objective, specific goals included determining whether:

- ▶ Campus admission policies and procedures are current, comprehensive, and aligned with relevant state and federal regulations, Trustee policies, and chancellor’s office directives.

- ▶ Clear lines of organizational authority and responsibility exist in the administration and management of the campus admissions and evaluations program.
- ▶ Admission evaluations are adequately documented and decisions are aligned with state regulations, chancellor's office directives, and campus policy.
- ▶ The campus is authorized to enroll international students in the Student and Exchange Visitor Information System (SEVIS) and complies with Bureau of Citizenship and Immigration Services regulations.
- ▶ Major/program and/or campuswide impact decisions are adequately supported and properly approved.
- ▶ Eligible students not admitted to the CSU campus of their choice were appropriately redirected.
- ▶ Application fees are accurately recorded, adequately safeguarded, and properly processed; and fee waivers are appropriately granted.
- ▶ Hard-copy and electronic admission information is secured and protected against unauthorized access and in accordance with Family Educational Rights and Privacy Act (FERPA) regulations.

## **SCOPE AND METHODOLOGY**

The proposed scope of the audit, as presented in Attachment B, Audit Item 2 of the January 27-28, 2004, meeting of the Committee on Audit, stated that *Admissions* includes outreach activities to prospective students, processing of applications for admission, and evaluations of student records. Potential impacts include admission of ineligible students; inequity in admission decisions; incorrect residency determinations; inadequate evaluations; misuse/distribution of confidential and evaluation data; and lack of control over application fees. Admissions was previously audited in 1978.

Our study and evaluation were conducted in accordance with the *Standards for the Professional Practice of Internal Auditing* issued by the Institute of Internal Auditors, and included the audit tests we considered necessary in determining that operational and administrative controls are in place and operative. This review emphasized, but was not limited to, compliance with state laws, BOT policies, and Office of the Chancellor and campus policies, letters, and directives. The audit review focused on procedures in effect from January 2003 through January 2004. In instances when it was necessary to review annualized data, fiscal year 2003/04 was the primary period reviewed.

We focused primarily upon the internal administrative, compliance, and operational controls over admissions management. Specifically, we reviewed and tested:

- ▶ Admission and evaluation policies and procedures.
- ▶ Undergraduate and graduate application processing.
- ▶ Residency determination and evaluation of student records.
- ▶ Admissions granted on a conditional or exception basis.

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INTRODUCTION

- ▶ SEVIS certification and issuance of a Certificate of Eligibility (Form I-20) to international students.
- ▶ Enrollment management practices.
- ▶ Application fee processing and fee waiver granting.
- ▶ Maintenance and protection of hard-copy and electronic application and admission records.

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## OBSERVATIONS, RECOMMENDATIONS, AND CAMPUS RESPONSES

### ADMISSIONS MANAGEMENT AND CONTROL

The campus graduate division was not in compliance with the California State University (CSU) conditional admission and registration policy.

We found that:

- ▶ A proposed plan and procedures for conditional admission and registration had not been developed and submitted for the chancellor's approval.
- ▶ Conditionally admitted applicants were not required to sign a statement that they understood and agreed to the admission/registration conditions.
- ▶ Conditionally admitted students who did not satisfy the San Diego State University (SDSU) admission requirements by the semester census date were not unenrolled until the beginning of the next semester.
- ▶ An annual analytical/statistical report of conditional admission and registration activity was not prepared and submitted to the chancellor's office as required.

Executive Order (EO) 336, *Conditional Admission and Registration*, dated September 17, 1980, states that campuses may grant conditional admission and registration only upon the chancellor's approval of the campus proposed plan and procedures. Applicants granted conditional admission and registration shall be informed in writing that formal admission and continued enrollment is conditional upon receipt of all admission documents and upon meeting admission standards. Campuses shall require the applicants to sign a statement that they understand and agree to these conditions before conditional admission is authorized. Conditionally admitted students who do not meet regular admission standards by the census date shall be unenrolled. Further, campuses approved by the chancellor to grant conditional admission and registration are required to submit an annual report, including such data as the number of conditional admittees, the number of conditional admittees found eligible for regular admission when all records are received, the number found to be ineligible, and the number ultimately admitted as admission exceptions.

The student services operations manager stated that graduate and research affairs was unaware of EO 336 when it assumed responsibility for the graduate admissions office.

Failure to adhere to the systemwide policy for conditional admission and registration increases the risk that qualified late applicants will not be served, admission standards will not be met, and the integrity of the admission process will not be preserved.

### **Recommendation 1**

We recommend that the campus:

- a. Develop a proposed plan and procedures for conditional admission and registration and submit it to the chancellor for approval.
- b. Develop, document, and communicate procedures to ensure that conditionally admitted applicants sign a statement that they understand and agree to the admission/registration conditions.
- c. Establish and implement procedures to unenroll conditionally admitted students who do not satisfy SDSU admission requirements by the semester census date.
- d. Establish procedures to prepare an annual analytical/statistical report of conditional admission and registration activity.

### **Campus Response**

We concur.

- a. The campus will develop a proposed plan and procedures for conditional admission and registration. It will be submitted to the chancellor's office for approval by February 1, 2005.
- b. Procedures that ensure that conditionally admitted applicants sign statements agreeing to the admission/registration conditions will be implemented by February 1, 2005.
- c. Procedures to unenroll conditionally admitted students who do not satisfy SDSU admission requirement by the semester census date will be established and implemented by February 1, 2005.
- d. The campus will establish procedures to prepare an annual analytical/statistical report of conditional admission and registration activity by February 1, 2005.

## **APPLICATION FEE AND WAIVER CONTROLS**

### **GRADUATE DIVISION**

Application fee processing and security weaknesses were found at the graduate division.

We found that:

- ▶ Control reports from the CashNet cashiering system were not routinely requested and used to verify that the Student Information Management System (SIMS) had been properly updated to reflect the receipt of application fees.

- ▶ Application fee processing procedures were not documented.
- ▶ Application fees were not adequately secured after work hours. Specifically, checks were maintained in an open in-bin or an unlocked desk drawer.

Government Code (GC) §13403 states that the elements of a satisfactory system of internal accounting and administrative control shall include, but not be limited to, a system of authorization and recordkeeping procedures adequate to provide effective accounting control over assets, liabilities, revenues, and expenditures; and an effective system of internal review.

The student services operations manager stated that graduate and research affairs had not been provided application fee processing procedures when it assumed responsibility from the graduate admissions office. She further stated that a review of application fee processing was overlooked during the restructure and reorganization of the graduate admissions function.

Failure to adequately control and secure application fees increases the risk of processing errors, untimely deposits, and loss or misappropriation of funds.

### **Recommendation 2**

We recommend that the campus:

- a. Establish procedures to routinely request and use CashNet control reports to ensure the integrity of SIMS application fee data for the graduate division.
- b. Develop, document, and communicate graduate division application fee processing procedures.
- c. Appropriately secure graduate division application fees after work hours.

### **Campus Response**

We concur.

- a. The campus will establish procedures to use CashNet control reports to ensure the integrity of SIMS application fee data for the graduate division. Procedures will be established by February 1, 2005.
- b. The campus will develop, document, and communicate graduate division application fee processing procedures by February 1, 2005.
- c. The campus has appropriately secured graduate division application fees after work hours.

## OFFICE OF ADMISSIONS

An adequate segregation of duties over cash receipts had not been established at the office of admissions, and processing of application fees initially received by the cashier's office needed improvement.

A single staff member was responsible for the receipt, deposit, posting, and reconciliation of application fees posted to SIMS with CashNet cashiering system control reports. Further, application fees initially received by the cashier's office were transferred to the office of admissions for processing without the use of transfer receipts and returned to the cashier's office for deposit the next business day.

GC §13403 states that the elements of a satisfactory system of internal accounting and administrative control shall include, but not be limited to, a plan of organization that provides segregation of duties appropriate for proper safeguarding of state agency assets.

State Administrative Manual (SAM) §8021 states that a separate series of transfer receipts will be used to localize accountability for cash or negotiable instruments to a specific employee from the time of receipt to its deposit.

The executive director of enrollment services stated that the office of admissions had consolidated some aspects of the cash receipting process to ensure maximum efficiency. She further stated that the office of admissions and the cashier's office had developed the fee processing procedures to timely accommodate applicants and ensure the prompt return of fees and applications to applicants whose applications were rejected, which parallels the submission edits in CSUMentor™ that prevent students, whose applications were rejected, from paying the application fee.

Not maintaining an adequate segregation of duties and proper control over cash receipts increases the risk that processing errors and loss or theft of funds will not be promptly detected.

### Recommendation 3

We recommend that the campus:

- a. Review cash receipt processing at the office of admissions and take appropriate action to either segregate duties or establish effective mitigating controls.
- b. Implement the use of transfer receipts for application fees initially received by the cashier's office and transferred to the office of admissions for processing, or establish procedures to deposit the fees upon receipt and provide the office of admissions with details of the receipts.

### **Campus Response**

We concur.

- a. The campus has reviewed cash receipt processing at the office of admissions and has taken appropriate action to have all fee payments receipted by the cashier's office.
- b. The campus has implemented procedures that use receipts for application fees initially received by the cashier's office and transferred to the office of admissions for processing.

## **STUDENT RECORD PRIVACY AND SECURITY**

### **DATA ACCESS SECURITY ADMINISTRATION**

Security administration procedures for SIMS were not adequate:

We found that:

- ▶ Temporary employees and student assistants were not required to sign SIMS confidentiality statements or access authorization forms. In addition, 2 of 30 permanent employees reviewed had not signed access authorization forms.
- ▶ The campus assigned 14 user IDs with identical passwords to an undisclosed number of temporary employees.

Office of the Chancellor memorandum to CSU presidents, *Information Security Clarification*, dated March 28, 2003, states, in part, that employees approved for security access must sign a confidentiality document.

The CSU *Information Security Policy*, dated August 2002, states that campus policies and procedures should provide for individual unique user ID/passwords (no shared IDs). Further, campuses must have plans and procedures for data centers and shared computing environments that ensure, where appropriate, computer access controls and password security.

The executive director of enrollment services stated that current temporary/student assistant access security procedures were outdated and under review prior to the start of the audit. She further stated that system access administrative controls would continue to be reviewed to assure compliance with sound information security practices.

Inadequate security administration over SIMS compromises the privacy of confidential student information.

#### **Recommendation 4**

We recommend that the campus:

- a. Establish and implement procedures to ensure that all permanent and temporary employees and student assistants sign confidentiality statements and access authorization forms.
- b. Assign temporary employees and student assistants unique user IDs and passwords.

#### **Campus Response**

We concur.

- a. The campus has established and implemented procedures to ensure that all employees and student assistants sign confidentiality statements and access authorization forms.
- b. The campus has implemented procedures that assign temporary employees and student assistants unique user IDs and passwords.

#### **SYSTEM ACCESS APPROVAL**

The campus had not fully implemented a formal access approval process, whereby system access is only granted upon review and written approval by the campus president or vice president of business and financial affairs.

Office of the Chancellor memorandum to CSU presidents, *Information Security Clarification*, dated March 28, 2003, states, in part, that no CSU employee will be granted access to confidential information in the CSU without review and written approval by the campus president or vice president of administration. Further, CSU employees who currently have such access to confidential information must undergo this review and written approval process in order to continue their access capability. This reapproval of employees with confidential information access must be completed immediately or such access will be revoked.

The information security officer stated that completion of an access security plan for vice president approval was delayed due to efforts needed to resolve a computer virus attack. She further stated that completion of the security plan, which included formalization and implementation of the access approval process, was further delayed because she was also charged with managing several security incidents, in addition to participating in the campus project to convert social security numbers to unique campus identification numbers.

Inadequate system access control jeopardizes the protection of confidential personal information.

### **Recommendation 5**

We recommend that the campus finalize and implement the access security plan, which includes written approval by either the president or vice president of business and financial affairs.

### **Campus Response**

We concur. The campus will finalize and implement the access security plan, which will require written approval by the vice president of business and financial affairs. The plan will be implemented by April 30, 2005.

## **STUDENT INFORMATION MANAGEMENT**

Campus procedures did not provide for the periodic review and reporting of information management practices concerning student records.

EO 796, *Privacy and Personal Information Management Student Record Administration*, dated January 1, 2002, states that each campus shall adopt a written policy statement establishing procedures by which the campus intends to comply with the federal Family Educational Rights and Privacy Act (FERPA) of 1974 and this executive order. These procedures shall include a requirement to periodically review campus information management practices concerning student records at least every two years, or more often as the need arises. The results of these reviews shall be forwarded to the chancellor by the president and shall include any changes deemed necessary.

The executive director of enrollment services stated that, due to an information routing error, she was unaware of this requirement.

Failure to periodically review information management practices increases the risk of regulatory violations and liability lawsuits and may result in negative publicity in the event of a privacy complaint.

### **Recommendation 6**

We recommend that the campus establish procedures to periodically review information management practices concerning student records and forward the results of the review to the chancellor.

### **Campus Response**

We concur. The campus will establish procedures by March 31, 2005.

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## **APPENDIX A**

### **PERSONNEL CONTACTED**

<u>Name</u>	<u>Title</u>
Stephen L. Weber	President
Beverly Arata	Director of Admissions
Valerie J. Carter	Audit and Tax Manager
Sandra Cook	Executive Director, Enrollment Services
Jane C. Kalionzes	Associate Director, International Student Advisor
Natha J. Kraft	Manager, Prospective Student Center, Office of Admissions
Kristina B. Moller	Graduate Admissions Coordinator, Graduate Division and Research
Mary Ann Patty	Manager, University Cashier's Office
Deborah Quiett	Manager, Student Financial Services
Dawn Renze Wood	Assistant Director, International Student Center
Frankie Riley	Coordinator, Operations and Patient Care Services, Student Health Services
Janet F. Rodgers	Student Services Operations Manager
Sally F. Roush	Vice President for Business and Financial Affairs
Heather J. Shapazian	International Admissions Coordinator, Student Affairs
Felecia Vlahos	Information Security Officer



San Diego State University  
5500 Campanile Drive  
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Tel: 619 594-5201  
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THE PRESIDENT

December 15, 2004

Mr. Larry Mandel  
University Auditor  
The California State University  
401 Golden Shore, 4th Floor  
Long Beach, CA 90802



Dear Mr. Mandel:

Enclosed is San Diego State University's response to the audit recommendations referenced in Report Number 04-16, *Admissions*. Documentation of policy and control changes will follow under separate cover.

Should you have any questions or require additional information, please contact Valerie Carter, Audit and Tax Manager, at 619-594-5901.

Sincerely,

  
Stephen L. Weber  
President

SLW/jsh

Enclosure

- c: Sally F. Roush, Vice President, Business and Financial Affairs  
Ellene J. Gibbs, Associate Vice President, Financial Operations  
Ethan A. Singer, Associate Vice President, Academic Affairs  
Janis Andersen, Interim Dean, Graduate and Research Affairs  
Sandra Cook, Executive Director, Enrollment Services  
Valerie J. Carter, Audit and Tax Manager

## ADMISSIONS

### SAN DIEGO STATE UNIVERSITY

Report Number 04-16

#### ADMISSIONS MANAGEMENT AND CONTROL

##### Recommendation 1

We recommend that the campus:

- a. Develop a proposed plan and procedures for conditional admission and registration and submit it to the chancellor for approval.
- b. Develop, document, and communicate procedures to ensure that conditionally admitted applicants sign a statement that they understand and agree to the admission/registration conditions.
- c. Establish and implement procedures to unenroll conditionally admitted students who do not satisfy SDSU admission requirements by the semester census date.
- d. Establish procedures to prepare an annual analytical/statistical report of conditional admission and registration activity.

##### Campus Response

We concur.

- a. The campus will develop a proposed plan and procedures for conditional admission and registration. It will be submitted to the Chancellor's Office for approval by February 1, 2005.
- b. Procedures that ensure that conditionally admitted applicants sign statements agreeing to the admission/registration conditions will be implemented by February 1, 2005.
- c. Procedures to unenroll conditionally admitted students who do not satisfy SDSU admission requirement by the semester census date will be established and implemented by February 1, 2005.
- d. The campus will establish procedures to prepare an annual analytical/statistical report of conditional admission and registration activity by February 1, 2005.

## **APPLICATION FEE AND WAIVER CONTROLS**

### **GRADUATE DIVISION**

#### **Recommendation 2**

We recommend that the campus:

- a. Establish procedures to routinely request and use CashNet control reports to ensure the integrity of SIMS application fee data for the graduate division.
- b. Develop, document, and communicate graduate division application fee processing procedures.
- c. Appropriately secure graduate division application fees after work hours.

#### **Campus Response**

We concur.

- a. The campus will establish procedures to use CashNet control reports to ensure the integrity of SIMS application fee data for the graduate division. Procedures will be established by February 1, 2005.
- b. The campus will develop, document, and communicate graduate division application fee processing procedures by February 1, 2005.
- c. The campus has appropriately secured graduate division application fees after work hours.

### **OFFICE OF ADMISSIONS**

#### **Recommendation 3**

We recommend that the campus:

Review cash receipt processing at the office of admissions and take appropriate action to either segregate duties or establish effective mitigating controls.

- b. Implement the use of transfer receipts for application fees initially received by the cashier's office and transferred to the office of admissions for processing, or establish procedures to deposit the fees upon receipt and provide the office of admissions with details of the receipts.

#### **Campus Response**

We concur.

- a. The campus has reviewed cash receipt processing at the Office of Admissions and has taken appropriate action to have all fee payments received by the Cashier's Office.
- b. The campus has implemented procedures that use receipts for application fees initially received by the Cashier's Office and transferred to the Office of Admissions for processing.

## **STUDENT RECORD PRIVACY AND SECURITY**

### **DATA ACCESS SECURITY ADMINISTRATION**

#### **Recommendation 4**

We recommend that the campus:

- a. Establish and implement procedures to ensure that all permanent and temporary employees and student assistants sign confidentiality statements and access authorization forms.
- b. Assign temporary employees and student assistants unique user IDs and passwords.

#### **Campus Response**

We concur.

- a. The campus has established and implemented procedures to ensure that all employees and student assistants sign confidentiality statements and access authorization forms.
- b. The campus has implemented procedures that assign temporary employees and student assistants unique user IDs and passwords.

### **SYSTEM ACCESS APPROVAL**

#### **Recommendation 5**

We recommend that the campus finalize and implement the access security plan, which includes written approval by either the president or vice president for business and financial affairs.

#### **Campus Response**

We concur. The campus will finalize and implement the access security plan, which will require written approval by the Vice President for Business and Financial Affairs. The plan will be implemented by April 30, 2005.

### **STUDENT INFORMATION MANAGEMENT**

#### **Recommendation 6**

We recommend that the campus establish procedures to periodically review information management practices concerning student records and forward the results of the review to the chancellor.

#### **Campus Response**

We concur. The campus will establish procedures by March 31, 2005.

THE CALIFORNIA STATE UNIVERSITY  
OFFICE OF THE CHANCELLOR

BAKERSFIELD

January 11, 2005

CHANNEL ISLANDS

CHICO

DOMINGUEZ HILLS

**MEMORANDUM**

FRESNO

TO: Mr. Larry Mandel  
University Auditor

FULLERTON

HAYWARD

FROM: Charles B. Reed  
Chancellor

HUMBOLDT

LONG BEACH

SUBJECT: Draft Final Report Number 04-16 on *Admissions*,  
San Diego State University

LOS ANGELES

MARITIME ACADEMY

In response to your memorandum of January 11, 2005, I accept the response as submitted with the draft final report on *Admissions*, San Diego State University.

MONTEREY BAY

NORTHRIDGE

CBR/al

POMONA

Enclosure

SACRAMENTO

cc: Ms. Ellene J. Gibbs, Associate Vice President, Financial Operations  
Dr. Stephen L. Weber, President

SAN DIEGO

SAN FRANCISCO

SAN JOSE

SAN LUIS OBISPO

SAN MARCOS

SONOMA

TANISLAUS